



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

June 5, 2009

Ben Dominguez, President
Oasis Air Conditioning, Inc.
1000 East Truxtun Ave.
Bakersfield, CA 93305

Dear Mr. Dominguez:

RE: FINAL MONITORING REPORT for Oasis Air Conditioning, Inc. – ET07-0288

Date of Visit	03/17/09
Time of Visit	1:30 p.m. to 2:30 p.m.
Location of Visit	Bakersfield
Persons in Attendance	Ed Anchondo, Supervisor, Oasis Estela Luff, Project Coordinator, Oasis (telephone on 04/03/09) Naomi Weingart, ETP Contract Analyst
Date of Last Visit	08/04/08 (Telephone Conference)
Action Required	No

CONTRACT INFORMATION

Term of Agreement	02/06/07 – 02/05/09	Agreement Amount	\$43,680
Type of Trainee	Retrainee	Number to Retain	28
Training Start Date	02/08/07	Range of Hours	8 - 60
Date Training Must Be Completed	11/07/08	Weighted Avg Hrs	60

TRAINING STATUS

Project Statistics Provided by the Contractor

Trainees Started Training	33	Completed Training	33
Trainees Enrolled	33	Completed Retention	33
Dropped Following Enrollment	0	In Retention Period	0
No. Compl Min Reimbursable Hrs	33		

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ETP (04/15/05)

Training Status (continued):

Training began February 8, 2007 and ended October 23, 2007. A Technical Correction was processed in February 2007 to correct erroneous contract language; a contract modification was done in October 2007 to add curriculum; and a third and final Amendment was approved in February 2008 to extend the contract term by 12 months and add new computer skills courses to the curriculum. All training then had to end by November 7, 2008. Mr. Anchondo reported that although you intended to provide more training in Fall 2008, business demands left insufficient time for any additional classes.

The ETP online Class/Lab Tracking system shows that you delivered 1,100 training hours to 31 trainees (two trainees were dropped in error and recently reinstated, so the data changed to 33 trainees enrolled). The 1,100 hours x \$26/hour amounts to potential earnings of \$28,600, or 65% of the ETP funding amount. To date, you have been reimbursed \$29,854.50 and earned \$27,768, which would result in a \$2,086.50 overpayment.

Mr. Anchondo reported that the initial technician training went well. The company's knowledge base increased, employees were able to work more independently and solve problems in the field, and several technicians got EPA certified after training. The computer skills course helped bring all company departments together and greatly improved internal operations.

Despite the need, several planned computer classes did not take place due to problems coordinating with Bakersfield College, the onset of the company's busy season, and finally an economic downsizing. Mr. Anchondo felt that ETP monitoring was adequate.

ATTENDANCE ROSTERS

At the time of this visit, rosters for the final computer training classes were not available, so staff agreed to mail them to ETP. The Monitor received and reviewed three rosters for Computer Skills classes given to six trainees on August 14 (2 hours), October 17 (3 hours) and October 23, 2007 (3 hours). The rosters were signed by all six trainees; however, they were not signed by the instructor. According to an April 3, 2009 email from Ms. Luff, "the class was on-site and virtual - the company is based out of Florida and therefore the instructor gave the class via-conference call".

In a follow up telephone call that same day, Ms. Luff said that the classes took place through live, interactive remote online sessions with the Florida-based software developer; one computer and a big screen were set up in Bakersfield at the worksite, the training was interactive, and all six trainees were present for the entire time. She agreed to mail the rosters to the Team Management Systems trainer (Ted) on Monday, April 6 to obtain his signature, and then forward signed copies to the Monitor. On April 29, 2009, the Monitor telephoned Ms. Luff to follow up, but she had not heard back from the subcontractor and stated that she would call them on April 30. On May 19, 2009, the Monitor emailed Mr. Anchondo for information but, as of this date, no one has responded.

As a result, 8 hours of class training should be disallowed for N. Dominguez, R. Schaad, S. Montiel, and E. Luff; any payments made for these hours are considered unearned (it appears that no hours were entered online for the two reinstated trainees, S. Dominguez and T. Torres).

Attendance Rosters (continued):

These findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. It is your responsibility to ensure that 100% of all training records are in compliance with Panel requirements prior to the closeout of this Agreement (Reference: Title 22 California Code of Regulations, Section 4442).

INVOICING

Your contract ended February 5, 2009, so the closeout is overdue and will be carried out by the ETP Fiscal Unit. There are still six active trainees showing online (S. Dominguez and T. Torres; N. Dominguez, E. Luff, S. Montiel, and R. Schaad) for whom no final billing has been done. Those trainees will be dropped and corresponding fiscal adjustments made as needed.

AUDIT

Oasis will be notified in writing if this Agreement is selected for a field audit (conducted at your worksite) or a desk audit (conducted by telephone). Audit Notification and Confirmation letters will be sent in advance to allow ample preparation time, and will include a list of documentation that the auditor may examine. Original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters and sign-in sheets;
- Payroll records of individual trainees to verify wages and hours worked;
- Personnel records regarding occupations and dates of employment;
- Documentation of employer paid health benefits (if applicable); and
- Cash receipts to verify receipt and accounting of ETP funds.

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact your Monitoring Analyst within ten working days at (818) 755-3633 or nweingart@etp.ca.gov if you have any questions or comments. Thank you for your participation in the ETP training program.

Sincerely,

Signature on File

Wally Aguilar, Manager
Los Angeles Regional Office

Signature on File

Naomi Weingart, Contract Analyst
Los Angeles Regional Office

Cc: Ed Anchondo, Supervisor, Oasis (email)
David Guzman, Chief, ETP Program Operations Division (email)
Kulbir Mayall, Manager, ETP Fiscal Unit (email)
ETP Master File
ETP Project File

Date report mailed to Contractor 06/10/09